

Southeastern Massachusetts Educational Collaborative Board
Minutes of June 22, 2021 Board Meeting

Members Present: Christopher Cotter, Ann Fernandes, Thomas Khoury, Donna McKenna, Christopher Oliver*, Michael Shea, Michelle Smith, Jonathan Teves, Suzanne Tseki

Members Absent: N/A

Board Vacancies: Mattapoisett

Staff Present: Catherine S. Cooper, Executive Director
Christopher Haraden, Director of Finance and Operations

Others Present: John Nunes, SMEC Treasurer

A quorum was reached and Ms. Smith called the meeting to order at 5:31 P.M.

*Mr. Oliver logged onto the meeting during Agenda Business Item 2.

1. **VOTED** To approve the Minutes of the Board's May 25, 2021 meeting as submitted. Mr. Shea made the motion, Mr. Cotter seconded.

APPROVED

2. **VOTED** To receive, accept and place on file the LEA, SAIL and ADH funded staff appointments, transfers, promotions, resignations, terminations, and reductions as submitted on Agenda Attachment 1. Ms. Fernandes made a motion, seconded by Ms. McKenna.

APPROVED

3. **VOTED** The Director of Finance and Operations provided an update on the FY21 Collaborative Spending Plan and recommended EOY line item revisions with no change to total funding level. The Board voted to approve the FY21 Amended Spending Plan as presented on Agenda Attachment 2 with line item adjustments. Mr. Cotter made the motion, second by Mr. Shea.

APPROVED

4. **VOTED** The Executive Director gave a summary of the efforts taken to reach an agreement with the Town of Fairhaven for the renovation and lease of the Rogers School addition and informed the members that the town's request for renovation funding had not been approved at town meeting. After discussion, the Board voted to repost an RFP for the lease or purchase of a suitable location to move and expand the TLC program. Motion by Ms. McKenna; Second by Mr. Shea.

APPROVED

5. **VOTED** The Board conducted a second reading of the proposed FY22 Spending Plan and received an explanation from the Director of Finance and Executive Director that among other factors affecting revenue projections, such as the uncertain potential for receipt of stimulus funding or the possible continuation for adult service enhanced payments into FY22. The FY22 DDS contracts have been submitted to the state, but the allocations are primarily rollovers from FY21, per DDS guidelines, therefore the documented funding totals are not accurate for the purposes of revenue projection. The Board voted to approve the proposed FY22 Spending Plan as submitted on Agenda Attachment 3 with the plan to amend the plan at the September Board meeting using updated revenue figures. Motion by Mr. Cotter, Second by Ms. Smith.

APPROVED

6. **VOTED** The Executive Director explained to the membership that there is a possibility that the Collaborative will receive ARPA funds over the summer through state contracts specifically for the purpose of providing hiring and/or retention bonuses or other staff incentives to address the human service program staffing crisis. After discussion, and a request from Mr. Cotter to send an email update to the Board if/when that funding is received and information on the parameters for its use, the Board voted to grant the Executive Director and Director of Finance the authority to implement those incentives if the funding is received and the directives for its use are beneficial to the Collaborative. Motion by Ms. Tseki, Second by Ms. Smith.

APPROVED

7. **VOTED** The Board voted to approve the revision to the SMEC Tuition Reimbursement policy as submitted on Agenda Attachment 4. Motion by Ms. Fernandes, Second by Ms. McKenna.

APPROVED

8. **DISCUSSION** The Executive Director informed the Board of recent communication she has had with a SMEC retiree regarding his Medicare eligibility, insurance premiums and our retiree health policy. The Director indicated that she will inform the Board at the next meeting if additional discussion and/or a vote is needed upon receipt of additional information and documentation.

9. **DISCUSSION** The Director of Finance informed the Board that we had been recently notified by Joe McArdle, of Benoit and McArdle, PCAs, that they will not have the capacity to conduct our FY21 independent audit this fall. To date, The Director of Finance, Executive Director, and Collaborative Treasurer have interviewed two auditing firms with experience in governmental/Collaborative audits, and reached out to a third firm that indicated they are not taking new clients at this time. Once proposals are received from both participating firms, we will make a decision and engage with the chosen firm to conduct our FY21 audit this fall.

10. **DISCUSSION** The Board discussed and decided that absent the need for a summer Board meeting, the next meeting of the Board, which will be the annual meeting, will be held on September 30, 2021 at 5:30. At this time, the expectation is that the meeting will be held in person at the Collaborative's administration building in Dartmouth.

Adjourn **The Board voted to adjourn at 6:21 P.M. Motion made by Ms. Fernandes, Second by Mr. Cotter.**

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